Deposit Transmittal Instructions

FOR DEPARTMENTS & STUDENT ORGANIZATIONS



OKLAHOMA STATE UNIVERSITY – OKLAHOMA CITY

Compiled by OSU-OKC Business Services

Updated October 2021

DEPOSITS

Where

Deposits **must be made within 24 hours** after receipt of funds. This should be done <u>in person</u> at a cashier window in the Business Services' office located at 230 Administrative Building. The Business Services accepts deposits from 8:00 a.m. until 5:00 p.m. on Monday through Thursday, and 9:00 a.m. until 5:00 p.m. on Friday. If deposited after 4:30 pm, deposits may be processed the following day.

Procedure

Deposits must be prepared in compliance with University policy 3-0331 "COLLECTIONS, DEPOSIT AND CONTROL OF CASH OR CHECKS RECEIVED IN THE NAME OF OKLAHOMA STATE UNIVERSITY." This policy is located on the OSU website. Departments and student organizations' officers and officials and are responsible for ensuring all members are aware of and abide by the requirements for accepting and depositing money.

You must use a deposit transmittal form to process a deposit through the University accounting system. The form is available online at https://osuokc.edu/businessservices. The deposit forms can be found under the **Deposit Transmittal** section. Two copies of the completed form must be submitted to a Business Services' cashier with your receipts (checks, currency, coins). The Business Services' cashier will verify the deposit, assign a receipt number and sign the form. One copy of the form will be returned to you with a printed receipt. The other copy will be retained by the Business Services Office.

Example

A copy of a blank deposit transmittal form is on page 3. Specific instructions for completing the form and preparing your receipts for deposit are on pages 4-6. Please read these instructions carefully as the Business Services' Office has specific requirements for preparing checks, currency and coins for deposit to keep cashier lines moving quickly.

Record Keeping

You should keep your copies of all deposits (and related receipts) with your financial records, for auditing purposes.

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deposits brought to the Business Services Office prior		Deposit Transmittal Form				
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					Receipt # 4) Business Servic	es will complete
					5) Input date the deposi	it is prepared
					Date	
Denartment /	Organization	1) Input y	our Departn	nent's name OR	Student Organization name	
		2) Input reason for this deposit				
		2)				
	Address	3) Input y	our Departr	nent's OR Advi	sor's Address	
	FO	APAL			SOURCE OF REVENUE	
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	7) Input your	Organizatio	n Code			
				8) Input the d	ollar amount of the cash, check	(s), or credit car
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				1		
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t Cards Deposit	12) Input Cui 13) Input Coi 14) Input Cre 15) Input tota	rency totals n totals dit Card tot I deposit a	als	16) Inp Prepared By / 17) Input you	out your name and phone numb Treasurer r Department Head's name OR A	Phone # Advisor's name
t Cards Deposit	12) Input Cui 13) Input Coi 14) Input Cre 15) Input tota	rency totals n totals dit Card tot I deposit a	als	16) Inp	out your name and phone numb Treasurer r Department Head's name OR A	Phone #
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INSTRUCTIONS FOR DEPOSIT TRANSMITTAL FORM

Use a ball-point pen, typewriter, or Microsoft excel.

1 DEPARTMENT/ ORGANIZATION

Enter the name of your department or student organization.

2 PURPOSE

Enter the reason for this deposit (i.e. Fire Exam Fees, Plant Sale, etc.)

3 ADDRESS

Enter the office address of the advisor or department

4 RECEIPT

To be assigned by the Business Services' cashier at the time the deposit is made.

5 DATE

Enter the date the deposit is prepared.

6 FOAPAL

Enter the following 13-digit number.

Under "CHART" Enter the first number (6) of your fund.
Under "FUND" Enter the next six digits of your fund.
Under "ACCT CODE" Enter the account code the funds relate to (see

Revenue Account Code/State Source Code List)

7 ORG CODE

Enter the org code for your fund. Budget & Finance Dept. can assist.

8 AMOUNT

Enter the dollar amount of the cash or check(s).

9 SOURCE OF REVENUE

Enter the source of the money received

10 TOTAL

Enter the total of the line items.

11 CHECKS

Enter the total of all checks.

a. Checks should be paper clipped with <u>two</u> adding machine tapes. The tapes should list each check and calculate the total. If you do not have access to 10-Key machine, you may use excel.

b. The payee's name (your organization) should be entered on each check.

INSTRUCTIONS FOR DEPOSIT TRANSMITTAL FORM

c. All checks must be endorsed as follows: (Refer to item 4 above for the 13-digit account number.)

For Deposit Only
Oklahoma State University-Oklahoma City
Department/Organization Name
13-digit Fund Number
Prepared By/Treasurer's Name
Prepared By/Treasurer's Phone #
Department Head/Advisor's Phone #

12 CURRENCY

Enter the total of all currency.

- a. Include an adding machine tape as shown below. If you do not have access to 10-Key machine, you may use excel.
- b. Foreign currency will not be accepted.
- c. Bills should be bundled by placing a paper clip on the top left side with all bills in the bundle facing up and in the same direction. Bills should be bundled in denominations as follows:

<u>Denomination</u>	Quantity	<u>Dollars</u>
Ones	25	\$ 25
Fives	20	\$100
Tens	10	\$100
Twenties	5	\$100

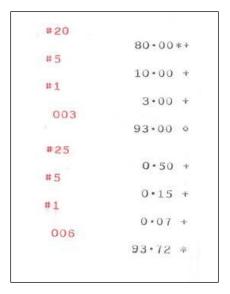
13 COINS

Enter the total of all silver.

- a. Include an adding machine tape as shown below. If you do not have access to 10-Key machine, you may use excel.
- b. Foreign coins will not be accepted.
- c. Coins should be rolled as follows:

<u>Coins</u>	<u>Dollars</u>
Pennies	\$ 0.50
Nickels	\$ 2.00
Dimes	\$ 5.00
Quarters	\$10.00
Halves	\$10.00

An adding machine listing each denomination (as shown here) and totaling currency and coins must be sent with the deposit. If you do not have access to 10-Key machine, you may use excel.



14 CREDIT CARDS

Not applicable to student organizations. Applicable to departmental deposits.

15 TOTAL DEPOSIT

Enter the total of the amounts in items 10 through 12. This amount should agree with the total in item 9.

16 DEPOSITED BY

Prepared By/Treasurer's signature and phone number.

17 ADVISOR/DEPARTMENT HEAD

Advisor's OR Department Head's name and phone number. (Only one signature is required, but we do need 2 phone numbers in case of questions.)